

**MINUTES**  
**Recreation Commission**  
**City of Willoughby Hills**  
April 15, 2020

CALL TO ORDER: 7:07 PM

PRESENT: Chairman Sandy Grubiss, Lynn Hallum, Jim Walsh (*connected at 7:12PM*), Vicki Miller, Marcie Levine and Lisa Kubish.

ABSENT: Jeanne Kaston.

ALSO PRESENT: Councilman Joe Jarmuskiewicz and Katherine Lloyd, Clerk *pro tem* (*finally connected at 7:15 PM*)

**DISPOSITION of the MINUTES OF March 4, 2020**

Motion: Jim Walsh moved to approved the Minutes of March 4, 2020.  
Seconded by Vicki Miller.  
Roll Call: 6 Ayes. Motion Passes.

**CORRESPONDENCE**

- Email 4/30/20 from Chris Hallum, Recreation Clerk RE: Zoom Access for the 5/6/20 Meeting.
- Email 4/30/20 to News-Herald and Communications RE: 5/6/20 Recreation Commission Meeting via Zoom. Zoom ID# given.
- Community Center Facility Report for March 2020 - No reports
- Email 4/30/20 and 5/4/20 to Frank Brichacek RE: 460 Reports for April 30, 2020.
- Correspondence Sheet for 5/6/20 meeting.

**COUNCIL REPRESENTATIVE'S REPORT (Joe Jarmuskiewicz)**

- Council has an Ordinance 2020-20 for the Grange. It will be on 2<sup>nd</sup> reading at the Council Meeting 4/23/20. It will establish regulation for operations. Meetings for groups will have to sanctioned. We will have caretakers taking care of the property.

**RECREATION COORDINATOR'S REPORT –**

- Recreation Coordinator position is still vacant.
- Willoughby Hills Events Page on Facebook: (Sandy Grubiss) - We are up from 804 'Likes' to 849 'Likes'. We up from 829 'Followers'; now at 879. We continue growing.

**List of Upcoming Events and Point People**

- WH Pancake Breakfast (Sun., March 8, 2020) Recreation HELD – SANDY & JIM
  - The Event went very well.
  - Preliminary Cost Break Down (nothing final).
    - Income of \$3,363 but some tickets have not been returned yet. Some people have had tickets redeemed but we don't have money for them. Hopefully, the income will be increasing. We made more money than last year by about \$200
    - Expenses: 955.59 spent. That is \$750 less than last year
  - Shopping List has been updated so we know exactly what we need to shop for. We did not buy too much. We did not have a lot of leftovers.

- Lions Pancake Breakfast (Sun., March 15, 2020) -- POSTPONED - LIONS CLUB
  - Disappointing that we could not get it in before the COVID-19 issue escalated. That is a major fundraiser for them. Jim will discuss possible rescheduling with Joyce.
  - Tickets could be used at either event which were fundraisers. If people want money back, we will refund them. We do not know when/whether the Lions Pancake Breakfast can be rescheduled. More information will be available in weeks ahead.
- Spring Craft Show (Sat., March 28, 2020) POSTPONED - MARCIE & VICKI
  - The current COVID situation makes it difficult to know when or whether it can be held.
  - Refunding Vendor Registration: Gloria has been handling refunds because we do not have any date yet. There have been inquiries and refunds. Some are holding off because if rescheduled, they are already in.
- WH Easter Eggstravaganza (Sat., Apr. 4, 2020) POSTPONED - SANDY & LYNN
  - Event had to be postponed. We are in the same situation as the earlier events.
  - There was a notice on Facebook that it was cancelled.
  - Gary says there is a probability of having something else. He said that the Church had not made a decision yet.
  - St. Noel's stuffed eggs on Wednesday night, 3/5. They stuffed abt. 2500 eggs. Email report was sent. Those eggs were dropped off to Gary the next day. Sunday night 3/9 was cancelled. They still had the rest of the plastic eggs abt. 1500) but very little candy left.
  - Future uncertain. Perhaps an egg hunt. We do not want all the hard work to go to waste. The candy would be good for Halloween but not next Easter. Joking discussion about Halloween event to include pancakes, cupcakes, egg hunt. Etc. OR, last minute plan once the weather breaks pending COVID-19.
- WH Captains Day at Classic Park -- LYNN only

We are waiting for the Captains to set a date on that.
- GARAGE SALE DAY IN WILLOUGHBY HILLS -- SANDY & JIM

(Saturday, August 1, 2020 -- various hours)

  - Pending Quarantine Dates
- COMBINED EVENT (RECREATION & CORN FEST -- Rock-N-Roll Day Lynn & Gloria

(Sat, Aug. 8, 2020 from 10:00 am – 9:00 pm)  
Gloria is working on that.
- FALL CRAFT SHOW – Saturday, October 10, 2020 - 9:00 a.m.-3:00 p.m. - MARCIE & VICKI

Fall Craft Show Status: Vicki reports that information is usually being sent out by now.

  - DJ – Joe confirmed that he has it all booked.
  - Vicki will wait until May to see where we are at and what the Governor says. If it moves forward, we will push hard to make it happen. Usually they like to get things firmed up by June.
  - It is far enough off and pending the Quarantine Dates – we wait.

Adding Friday evening, October 9, 2020 to the Saturday Craft Show.

- If information is going out in May, decision should be made. Vicki and Marcie are the point people who have experience with the Fall Show. Things could be sent out after May meeting. The Fall Show is usually very well attended. There will be a lot of Christmas stuff.

Motion: Marcie Levine moved to add Friday evening, October 9 to the Fall Craft Show.  
Seconded by Vicki Miller  
Roll Call: 6 Ayes. Motion Passes.

- HALLOWEEN PARTY – Friday, October 16, 2020 -- 6:00 p.m.-8:30 p.m. -- SANDY & LISA  
No update.
- WH PHOTO CONTEST / Reception -JIM & SANDY  
(Fri, November 13, 2020). Deadline for Photos is November 1, 2020
  - o Status: Jim submitted the Flyer to the Mayor for legal review. He thought the Mayor was going to give it to the new Law Director. Things in the City have been very busy.
  - o Jim will send another email to the Mayor and copy the Law Director.
- LETTERS TO SANTA *point person?*  
Not certain that a point person is needed. The Mayor said he had someone who would handle responses. We should have someone to set up the 'Letter to Santa' form letter. Joe volunteered.
- WINTER FEST AND CHRISTMAS CARD LANE (WHFD) — SANDY, VICKI & JIM  
Sunday, December 6, 2020 -- 5:00 p.m. - 7:00 p.m.
  - o No Update necessary.
- BREAKFAST WITH SANTA & SANTA SHOP -- SANDY, LISA, MARCIE & LYNN  
Saturday, December 12, 2020 -- 8:30 a.m. - noon
  - No Update necessary.

#### **2020 YOUTH SPORTS** – Lynn Hallum and Joe Jarmuskiewicz.

Everything is on hold. Sign up posters are still up.

We are still taking registration. One came in last week. Willoughby says they will start practice May 1<sup>st</sup>. Our league boys and girls still want to have a season. Many people are already signed up. Stragglers may have decided to wait to see if we have it. If we have a season, it would probably be June or July. We will see what happens. In July, we could get the team together and play each other. We will still play organized pickup games together just to get them out. Everyone is ready to do something. We will leave the signs up.

#### **COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORTS for March 2020**

- No reports. Jasmine and the Recreation Department are working from home or on leave due to the COVID-19 'Stay at Home' order.
- Community Center is still being rented to Amazon. They added a second class. We are still getting a little income.
- March Room Rentals were \$24,620. Refunds were \$5,717.50. A Forfeited Security Deposit of \$50. Balance of 18,952.50

#### **460 FUND REPORT for March 2020:**

Reports were forwarded to Commission. Hard copies are in Public Book and Archives.

- Beginning Balance was \$48,104.09.
- YTD Received total is \$1,565.22 is made up of interest of \$65.22 and the NOPEC grant. The interest from February has been corrected. The \$1500 grant was received by the City.
- YTD Expenses is \$8,225 for the Bleachers. YTD Unencumbered was \$41,444.31.

No money is specifically set aside for the installation of the bleachers but it will be discussed.

#### **UNFINISHED BUSINESS**

- Volunteer Coordinator – Report - (Joe Jarmuskiewicz)  
Thank you to all the people who helped out with the RC Pancake Breakfast. There were all of the Board members. Many City Employees pitched in. A lot of volunteers came and helped out for the whole day on 3/8/20. The work load was spread out; not all on one person. We appreciate everyone who came and volunteered..

- Bleachers:
  - They have been received and put together.
  - Pads for the Bleachers- Joe and Mark assessed the pads for bleachers we got previously and the new bleachers.

Field A	2 pads
Field B	2 pads
Field D	2 pads
Field E	2 pads
Field G	2 pads
Field H	2 pads

    - We need 12 pads, 9 x 16 each. We need 24 yards of concrete at \$125 per yard for a total of \$3,000. Prep is about 1 hour per pad for 3 guys = \$90. Pouring is 2 hours per pad for 4 guys = \$120. Total labor will be about \$2,520.
    - Materials are about \$800.
    - Projected Cost for the project is about \$6,320. Make it \$7,000 for a buffer. Anything not used will be rolled back into the fund.

Allocation of Funds: there is no P.O. open for this. We will open a new PO and vote on it.

Motion: Vicki Miller moved that the Board allocate \$7,000 toward the improvements needed for the bleachers  
Seconded by Marcie Levine  
Roll Call: 6 Ayes. Motion Passes

Mark will have a P.O. made for the job.

- Letters to Santa - removed from Unfinished Business.
- NOPEC Grant- was received on March 6<sup>th</sup>. That will be used for Rock-N-Roll Day.
- Digital Sign
  - Sandy got an estimate from Akers for \$57,114 which includes surveying \$250, monument with pillars \$10,283 and 6mm LED display \$30,456. Installation \$15,525, engineering and drawings \$375 and permits \$225.
    - A 12mm display would be \$20,056. Total would be \$46,714. Getting the 12mm package would save \$10,400
    - They have a big mark up.
  - Review of the Mayfield Village information. When they bid the project in 2016, it included the LED sign at the corner and a second monument sign at their Civic Center driveway. The total cost for both signs \$56,500. They do not have a breakdown for just the LED sign
  - Lynn asked who did the Eastlake sign at Rt. 91 and Vine. Sandy will check it out.
  - Plan: Keep the sign on hold. More research.

## NEW BUSINESS

- Ideas for Facebook posts during the 'shelter in place' order were discussed.
  - Sandy has made and posted graphics for our restaurants and the stores in the City. She has been creating things like a coloring page and a word search.
  - She asked for addition ideas or suggestions. If you see something that would be cute for kids, email it or post a link
  - Vicki suggested pictures of objects or parts of objects around the City (City Hall, Fosters Ice Cream, Squire's Castle, etc). People could drive around to decide what the object is. It is like a scavenger hunt. It is not the whole picture but it is enough to show them what they are looking for. Ask them to identify the part of the city or a street. Prizes? We have Easter eggs and extra baskets. Usually the 'prize' is seeing who gets it. Do it for Fun at first.

- Pickle Ball Courts- Joe asked about the project. Sandy gave Gloria all the information for the grant.
- Nature Walks- Sandy emailed with John Lillich. He wants to wait on postponing it. If possible and we are allowed to, he still wants to hold it on those dates.
- Next Recreation Commission Meeting planned for May 6, 2020 – via Zoom.

**PUBLIC PORTION**

**Opened at 7:57 PM**


No one else is on the line. It was advertised.

**Public Portion closed at 7:57.30 PM.**

**ADJOURNMENT:**

**Meeting adjourned at 7:59 PM by Sandy Grubiss with voice vote consensus.**

  
Katherine Lloyd, Clerk pro tem

  
Chairman  
Date approved: 5/13/20

Note: Meetings of the Recreation Commission are recorded and recordings are public record.